

Sample

Mentor Recruitment Plan

G0al 1 — To identify 3-5 mentor organizations in close proximity to department that would allow easy access for mentoring opportunities.

	Mentor Program Name	Location	Phone
1.			
2.			
3.			
4.			
5			

Objective 1

To obtain information from local mentor programs to assist employees with program selection.

Activities

- Call Mentor Program Director and schedule meeting.
- Meet with Mentor Program Director. Agenda should include process for recruitment, responsibilities, and time reporting. Familiarize yourself with the program's procedures.
- Obtain mentor program materials.

Goal 2 -	To recruit new mentors.
Objective 1:	Develop a marketing and promotion strategy to inform employees.
<u>Activities</u>	
Identify the fo	ollowing:

	Name	Phone	E-mail
Public Information Officer			
Labor Relations Officer			
Human Resources Officer			

- Meet with PIO, LRO, and HRO to discuss what mechanisms to use to inform employees.
- Activities may include: Developing a brochure, letter, e-mail, website, bulletin board.
- Schedule a Kick-Off Event

Sample Recruitment Activities, Timeline and Responsibility

Activity Description	Person Responsible	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April
Letter from the Director	PIO												
Newsletter Article	PIO												
Orientation Session with	Mentor Recruiter												
Senior Management													
"Kick-Off" Event	Mentor Recruiter and Mentor												
Invite Employees	Programs												
Website	PIO												
Marquee messages													
announcing events													
Electronic Bulletin Board	PIO, Mentor Recruiter												
Messages													
All employee e-mails	Mentor Recruiter												
announcing volunteer													
opportunities													
Monthly e-mail reminders	Mentor Recruiter												
Brochures	Mentor Recruiter, PIO, and												
	Mentor Program												
Display Board or Kiosk	Mentor Recruiter												
Recognition	Mentor Recruiter, Director, Mentor												
	Program												
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^{*}This form should be completed by the Department Mentor Team and shared with the Department Director to assist in furthering the department's recruitment goal.